



## Assistant Instructor Orientation and Refresher Workshop

### ➤ Objective

Standard 40-hours Mediation Training Course is designed to balance the teaching of mediation concepts and skills with a number of designated role play exercises. Assistant Instructor (AI) will act as a role model to share best practices and plays an important function to help course students applying the skills taught in the class during role play exercise(s). AI can also be benefited from enhancing the understanding of mediation knowledge and skills during role play exercises.

The purpose of this workshop is to explain the role and to align the performance of all AIs through a standardized process in giving feedback to course students. In addition, it is important for existing and new AIs to attain certain performance quality in order to stay fit and well prepared for the forthcoming new accreditation standards imposed by the Hong Kong Mediation Accreditation Association Limited (HKMAAL).

### ➤ Contents

- (1) Role of an Assistant Instructor (AI), course outline, and role play cases
- (2) The link between accreditation assessment form (observation checklist) and role play exercises
- (3) Expectation on an AI's experience and performance
- (4) Process and tips of giving feedback
- (5) Attention – administration issues
- (6) Questions, discussions and sharing

### ➤ Target Audience

This Workshop is open to panel members who are interested in participating in professional development activities and are willing in helping students in mediation training to master skills and knowledge in mediation. In particular, if you ...

- (a) are new panel member who have not attended AI Orientation Workshop;
- (b) have last attended AI Orientation Workshop in the years of 2010 and 2011 or;
- (c) are current panel member with membership number earlier than AM1500 and have not attended any AI training or workshop in previous years

A total of 10-12 workshops will be conducted throughout the year. 3 workshops will be organized in February and March. We invite you to register with nominated preferences by ordering and seat will be reserved and confirmed on first-come-first-served-basis.



# 香港和解中心 Hong Kong Mediation Centre

➤ **Speaker**

HKMC Mediation Training Course Instructors

➤ **Host**

**Ms. Rosita Lui**

Chairperson, Education and Professional Training Committee

<b>Date(s) and Time:</b>	<b>3</b> workshops in quarter 1 2013: Monday – 25 February; 11 March; 25 March 7:30pm – 9:30 pm (registration starts at 7:00pm)
<b>Venue:</b>	Hong Kong Mediation Centre 21/F., Success Commercial Building, 245-251 Hennessy Road, Wan chai, Hong Kong
<b>Language:</b>	Cantonese (presentation materials in English / Chinese)
<b>Fees:</b>	Free of charge
<b>Seats:</b>	<b>50</b> seats (first-come-first-served)
<b>Enquire:</b>	Mr. Andy Lau Tel: 3620 3076 Email: <a href="mailto:admin@mediationcentre.org.hk">admin@mediationcentre.org.hk</a>

## Registration Method

Please complete the registration form via the link below:

<https://docs.google.com/forms/d/1nGqZHGKo3ETRSN-LImgWXkUcLBC0H6vIHBKNeHVL-zY/viewform>

### Remarks:

- A. Confirmation email of workshop on 25 Feb will be sent on 21 Feb. For the next 2 workshops, the confirmation email will be sent 1 week in advance. If you do not receive an email confirmation on your registration from the Centre after the corresponding date, your reservation with respect to the corresponding workshop is considered unsuccessful.
- B. Registration will start 15 minutes prior the seminar time. Participant must sign in and sign out. CPD Certificate will be issued at the end of the seminar/workshop. **Early departure of the seminar/workshop will not be qualified for the completion of CPD Points and NO Certificate will be issued.**
- C. If typhoon signal no.8 or black rainstorm warning signal is hoisted and not lowered by 4pm, the event will be postponed. Rescheduled date/time/venue will be announced in due course.